STANDARD FORM NO. 64 CIA INTERNAL USE ONLY
Approved For Release 2005/11/21 : CIA-RDP70-00211R000300050011-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division DATE: 23 MAR 1955

FROM : Chief, Administrative Staff, Office of Logistics

STAT SUBJECT: Proposed Agency Notice [redacted], Subject: Supply - Standardization of Heavy-Duty Folders

1. The following comments are submitted regarding draft dated 9 March 1955 of proposed Agency Notice [redacted] STAT

Paragraph 1,, a. and b. - Stock Numbers should be corrected as follows:

1st Position - 7510-005-1017
2nd Position - 7510-005-1018

Paragraph 4 - It is requested that the following be substituted for present paragraph 4:

The above folders will not be stocked in Building Supply Rooms, but may be obtained by submitting standard requisition forms through the Building Supply Officer, Such requisitions will bear signature of the authorized approving official of the operating component and the following statement for certification by the Area Records Officer.

> These folders are needed because the frequent reference requirements of the file would necessitate replacement of the standard 11 point folders during the active life of the records.

Signed: _____
Area Records Officer

Requisitions for these folders received without this certification will be returned to the requesting office.

2. In the interest of encouraging and facilitating the use of letter size filing equipment in accordance with GSA requirements,

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It is requested that the following be added as paragraph 5:

5. Similar folders in letter size may be obtained upon receipt of requisitions bearing the above certification.

STAT

OL/AS/CM:vfm (23 March 1955)

Distribution:
Orig & 1 - Addressee
1 - Regr. Control Staff
1 - OL/Official File
1 - SD/CS
1 - SD/SOD
1 - AS/RMS

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UNCLASSIFIED CONFIDENTIAL SECRET
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3/24

ROUTING AND RECORD SHEET

FILED: Q & M 1.

RETURN TO
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment, a line should be drawn across the sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM: Office of Logistics, Admin Staff				TELEPHONE	NO.
					DATE

TO	ROOM NO.	DATE REC'D	DATE FWD'D	OFFICER'S INITIALS	TELEPHONE	COMMENTS
1. Chief, Records Management Div			3/24			1-2 May I see you on this when convenient?
2. STAT						
						2. Log. comment recorded by Reg. con Staff & Solicitation 19 May 50
4.						28 June 51
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

5 JUN

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